



Procedures for Appropriate Use of Computer Resources

Rationale

In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and responsibly. The Internet is a global network, linking computers at universities, schools, government departments, businesses and homes. On the Internet, one can access information and communicate with people all over the world through web sites, discussion forums, as well as through electronic mail.

Purpose

Use of the Internet will provide many direct and indirect benefits to students. These include:

- access to vast libraries of information from sources throughout the world
- the ability to interact and collaborate with other students and knowledgeable adults
- the acquisition of knowledge and skills that will be useful throughout their lives
- the opportunity to publish their own material to a wide audience

As a communication medium, the Internet's potential is boundless. However, although the Internet is of significant educational value, care needs to be taken with its use in order to exploit efficiently, effectively and appropriately this potential. Internet access should primarily be used for educational purposes.

Broad Guidelines

The use of the Internet will be developed as part of the overall learning program. Students will have access to the World Wide Web and Email through the school's networked computers. Although student use of the Internet will be derived from the educational context, it is possible they may come across material on the Internet that is not in accord with the school or family values. As a school we address appropriate Internet access with students and we would encourage parents to discuss these matters with them also. During class time, teachers are responsible for student use of the Internet. For use outside class time the Library has procedures that allow access to the Internet on an individual basis. A student can also access the Internet for personal research and communication during supervised times in the computer rooms.

Teachers limit the use of student activity photographs and projects to the schools secure *intranet* that can only be accessed within the controlled environment of the school. No photos or personal student information are published on the school's *internet* site (WWW – world wide web).

Student Responsibilities

As with all resources provided by Beumaris, the school's Internet connection is for educational purposes. The most important prerequisite for Internet use is that the students take full responsibility for their own actions and their effect on others. It is the student's responsibility to:

- not deliberately seek out, create or print out material that could be offensive to anyone. This includes information that is racist, sexist, pornographic, irreligious or contains abusive language
- not post messages and attribute them to other users
- not to use email to copy information that is personally abusive to the recipient or any other person
- not interfere with, harm or destroy the computer work of any person
- not break copyright law by copying and/or redistributing another's work
- not copy the ideas of others and present them as their own (plagiarism)
- not access Internet chat for safety reasons
- refrain from excessive printing
- not reveal personal information including names, addresses and telephone numbers about themselves or others
- acknowledge appropriately downloaded material used in preparing work

Conclusion

These requirements are displayed near all computers that provide Internet access. Failure to observe them will result in loss of Internet access at the School. We are aware that parents may have concerns about possible misuse of the Internet, however we believe that the above procedures reinforce appropriate Internet use.

Acceptable Usage Policy

For the use of Beaumaris Primary School learning technology resources:

For students to continue using computer facilities at Beaumaris Primary School, they must sign this contract which binds them to the conditions for Student Responsibility. If students break any of the conditions, appropriate penalties will be applied.

Student name: _____ **Class:** _____ **Year:** _____

I have read and agree to obey the guidelines and conditions in the school's Policy for Appropriate Use of Computer Resources.

Signed: _____ (*Student signature or on behalf of student*)

Date: _____

This section must be completed by the parent or legal guardian of the student:

I, the parent or guardian of _____ have read and understand the *Policy for Appropriate use of Computer Resources*. I agree that my child shall observe these guidelines and conditions.

If you wish to restrict information about, or pictures of your child being used on the school intranet site, please contact the school in writing. The school will at all times attempt to ensure compliance with these requests, but it must be recognised that accidental inclusions may occur with large website events (such as photos of massed school activities). In such cases, it is important that the school is immediately informed of the offending web page so changes may be made.

It is also the responsibility of students to notify the webmaster/Manager of Information Systems (Mr B Garrett) that an unauthorised picture or name has been posted on the website.

Name of parent or legal guardian: _____

Signature of parent or legal guardian: _____

Date: _____

**Please return this acknowledgment form to
your child/children's class teacher.**